FLORIDA ATLANTIC UNIVERSITY

Pine Jog Environmental Education Center

College of Education

Afterschool Program
Pine Jog Elementary School
Parent Information 2026-2027

FAU Pine Jog Afterschool Program Parent Information 2026-2027

Welcome to the FAU/Pine Jog Afterschool Program! We are thrilled to welcome you and your child(ren) to an exciting year of afterschool activities for the **2026-2027 school year**. As members of **the Prime Time Quality Improvement System Program**, we are committed to providing a high-quality program that meets stringent health, safety, and staffing standards.

Our goal is to offer a safe and supportive environment where your child(ren) can explore a range of activities designed to spark their interests, intellect, and creativity. Our diverse program focuses on **environmental education, gardening, health, arts, literacy, sports, and culture**, among many others.

We look forward to a wonderful year with your child(ren)!

Afterschool Office Information

- **Office Hours:** Monday to Friday, 9:00 a.m. – 5:00 p.m.
- **Parent Conferences with the Director:** Please schedule these between 10:00 a.m. and 1:30 p.m. or 3:30 p.m. and 4:45 p.m.
- **Telephone:** (561) 656-5430 (Our answering machine will pick up messages left outside office hours.)
- **Website:** http://www.pinejog.fau.edu/Parents/AfterSchoolPrograms.aspx
- **Email Addresses:**
    - **Wendy Bautista, Director:** wdiazgra@fau.edu
    - **Christy Laureano, Assistant Director:** claurean@fau.edu

Days and Hours of Operation

The FAU Pine Jog Afterschool Program is a unique partnership between Florida Atlantic University and Pine Jog Elementary School.

- The program will be operated every regular school day, beginning **Monday, August 10, 2026**.
- **Program Part-Time Hours:** 2 p.m. – 4 p.m. (Please note that this option has limited space.)
- **Program Full-Time Hours:** 2 p.m. – 6 p.m.

Important Notes:

- Calling ahead for a student's dismissal will **only be approved for a doctor's appointment**.
- There are **no afterschool services on non-school days or holidays**.

Open Door Policy

Our afterschool program operates with an open-door policy. Authorized parents/guardians are welcome to access the program by following our safety procedures: check in at the afterschool office and be escorted by staff to designated areas.

If you want to share your talents with our students, please get in touch with the afterschool director. **For any questions, you can reach the after-school director, Wendy Bautista, at (561) 656-5430 or by email at wdiazgra@fau.edu.**

Admission and Withdrawal

- **Enrollment is limited to approximately 18 children per grade level.** Once groups are full, a waiting list will be started. We will contact you when a spot becomes available for your child.

- A **non-refundable registration fee of $40.00 per child** is required at registration. This fee guarantees your child(ren)'s space in the program.
- If you need to withdraw a child from the program, please notify the afterschool office by emailing pinejogassp@fau.edu. **No refunds will be given if you withdraw from the program.**
- **Absence from afterschool does not waive fees.** Each child has a reserved place, whether or not they are present. We do not offer payment adjustments or refunds for participation in clubs, sports, tutoring, absences, vacations, expulsion, or withdrawals.
- **Continued enrollment is dependent upon the timely payment of fees.** Your child cannot attend the program if you have unpaid balances or have not paid by the due date.
- **We will attempt to collect unpaid fees three times.** After that, your file will be turned over to FAU's Controller's Office/Collection Department.

Payment Options

Online payments are our preferred method of payment:

- You can make online payments using a credit or debit card at: http://www.pinejog.fau.edu/Parents/AfterSchoolPrograms.aspx

Early Learning Coalition (E.L.C.):

- You may be able to obtain financial assistance through E.L.C. To check your eligibility, please contact E.L.C. at 561-214-8000 or visit their website: http://www.elcpalmbeach.org/

Late Payments:

- A **$25-$50 late fee** will be assessed for late payments. Payment is considered late if received after the due date.

- **Timely payment of fees is crucial for continued enrollment.** If an account remains in balance for more than one month, parents will be notified, and the student(s) will be withdrawn from the program until the fees are paid in full.
- *Please refer to our separate fee schedule for detailed information.*

Absences

If your child(ren) will be absent from school or leaving school by another means, please get in touch with the afterschool office before 2:00 p.m. at 561-656-5430. Due to the comprehensive nature of our program schedule, your child(ren) will be immersed in various activities. We encourage full participation and request that early pick-ups be minimal.

Pine Jog Afterschool Activities

Pine Jog Afterschool Program students are placed in groups by grade level, with one counselor per group.

- **Homework Time:** This is required for all students. Kindergarten students will have 30 minutes of quiet study time, while students in grades 1st to 5th will have 45 minutes, Monday through Thursday. Students without homework are expected to read, write, or draw quietly during this time. We encourage you to review your child's homework with them, as counselors will do their best to help, but cannot guarantee it has been checked. **Students who are disrupted during homework time will be subject to disciplinary action.**
    - *A written request from the child's parents/guardian must be submitted to accommodate any additional time for homework.*

In addition, your child(ren) will be immersed in a variety of enrichment activities daily, both indoor and outdoor. Some of our enrichment activities may include (but are not limited to):

- **Environmental Education** (by Pine Jog Environmental Education Center)
- A variety of **sports** (by YMCA)
- **Arts & Crafts, Music, Dance, etc.** (Center for Creative Education)
- **Literacy Workshops** (by Palm Beach Literacy Coalition)
- **Robotics, Video Game Design,** and more (by Green Mouse Academy)
- **Outreach programs** (by South Florida Science Museum and the Palm Beach Zoo)

Please do not allow your child to bring toys, video games, phones, tablets, watches, and other devices to the afterschool program.

Student Pick Up

- Only authorized adults indicated on your child(ren) 's registration form may pick up your child(ren) from the Afterschool Program. **Please keep your registration form up to date!**
- Students will be dismissed in the **car loop**. Parents/Guardians **must always remain in their car**.
- The earliest dismissal time is **4 p.m.**, and the latest dismissal time is **6 p.m.** If you need to pick up your student earlier than 4 p.m., you must notify the office no later than **10 a.m. on the day of pickup**.
- When arriving at the pick-up area, the authorized individual must **sign out the child through the ProCare App or the Parent Kiosk using their assigned PIN.**
- **No child will be released to anyone who is not on file or not authorized in writing by the custodial parent.**

- **Everyone, including the child's parent, requires a picture ID at pick-up time.**
- Anyone under 18 years of age picking up a child from the program must have a notarized letter from the custodial parent authorizing pick-up.
- You will pick up your child(ren) at the designated location daily. **No one can enter the school and pick up their child from a classroom.** Your child(ren) will be safely escorted from the program to the designated pick-up area.
- **No one is permitted to enter the school beyond the pick-up area without the permission of the Afterschool Director.** These policies are in place to safeguard your child(ren) and all staff on the school premises. We appreciate your cooperation in following this very important procedure.
- We appreciate your patience while waiting for your child.

Communication Process

Once your child is confirmed and registered for the program, we ask that all parents/guardians **download the ProCare App**, as most of our communication will occur through this app. The codes will be provided to you upon confirmation of registration. Anyone needing direct access to the app for sign-out must park their car and meet the sign-out person at the dismissal area.

Late Pick Up/Abandoned Children Policy

- Please call the Pine Jog Afterschool Office at **561-656-5430** if you will be late picking up your child(ren).
- A late fee will be charged to parents whose child(ren) have not been picked up by **6:00 p.m. for full-time** and **4 p.m. for part-time**. For each additional 15 minutes, there is a **$15.00 fee per child**.
- **All late fees are to be paid at the time of pickup.**

- Chronically late pick-ups could result in your child(ren) being withdrawn from the Program.
- If you have not contacted the Program by **7:00 p.m.**, the Program will contact the Florida Department of Children and Families (DCF) and the Palm Beach County Sheriff's Department. The child(ren) will also be removed from the program.

Injury and Illness

The FAU/Pine Jog Afterschool Program strives to provide a safe environment for your child(ren); however, injury or illness may occur. All Afterschool staff are trained and certified in first aid and CPR. If an injury or illness occurs, the Afterschool Program will notify you by phone or incident/accident report, based on the severity. **You must keep all emergency phone numbers and addresses up to date with the program.**

Flu Season:

- For the best protection, children should be vaccinated every flu season as early as possible. Ideally, children should be vaccinated by the end of October. However, vaccinating later can still be protective if flu viruses are circulating.
- While seasonal influenza outbreaks can begin in October, activity usually peaks between December and February. Since it takes about two weeks after vaccination for antibodies to develop, it's best to get vaccinated before influenza spreads in the community.

Immunizations:

- Your child's immunization record must be submitted at registration.
- A copy of any exemption from Immunizations for reasons of Conscience must also be submitted along with the afterschool registration forms.

Medications:

- Under Florida law, schools may only administer medication prescribed by a physician with an authorized form signed by both the physician and the parent.
- Medication must be in its original container with the pharmacy label showing the student's name, medication name, current dose, and frequency.

Student Conduct and Discipline

A code of conduct has been implemented to provide a safe, respectful, welcoming, and fun learning environment for every child in the Afterschool Program. Please take a few minutes to review this code of conduct with your child(ren).

Examples of inappropriate behavior that can lead to expulsion include physical aggression, threats, bullying, and other inappropriate conduct by students or parents. In some circumstances, severe incidents can lead to a DCF Report, Police Reporting, and immediate removal from the program.

Consequences for misbehavior or failure to adhere to the Afterschool Program Code of Conduct are as follows:

- **First Referral:** 30 minutes removal from the group
- **Second Referral:** 45 minutes removal from the group
- **Third Referral:** Removal from the group for the remainder of the day AND a parent conference if needed.
- **Fourth Referral:** Two-day SUSPENSION from the Afterschool Program.
- **Fifth Referral:** Expulsion from the Afterschool Program.

Based on the severity of the incident, expulsion or any other consequences will be determined by the Director and Assistant Director. No refunds will be provided for expulsions.

Please read the full Code of Conduct at the end of this parent information booklet with your child. *

FAU Pine Jog Afterschool: Student Code of Conduct

FAU is committed to providing your child with a safe and enjoyable experience; however, students will be responsible for assisting in these efforts.

Parents must review the CODE OF CONDUCT with their child before the program begins.

Behavior

1. Students must accept and get along with others. Put-downs, cuts, malicious teasing, and practical jokes will not be tolerated from/by anyone.
2. Students will be sensitive to others regarding race, religion, physical characteristics, regional differences, and language. Ethnic or religious slurs or jokes will not be used.
3. Students must respect others and their property.
4. Students will not use foul language.
5. Students will follow directions the first time they are given.
6. Students are prohibited from having any inappropriate conversation, touching, exposure, bringing weapons, flammables, or explosives into the program. Violation of this policy is grounds for automatic dismissal.
7. Use and/or possession of tobacco, alcohol, drugs, and/or any other substance defined as a drug or potentially dangerous are grounds for automatic dismissal.

Safety

8. Students must always wear close-toe shoes.
9. Students must utilize the buddy system when transitioning from location to location.

10. Students must consider their surroundings and use care in all activities.
11. Students will adhere to all safety rules and regulations for each activity.

General

12. Inappropriate clothing will not be worn.
13. Students must inform their counselor if they are experiencing a problem with separation, another person, or another issue. We cannot stop or assist if we are not informed about a situation.
14. We expect all students to have fun, but not at the expense of others. No one should be mistreated by another person while at the institute.
15. Students may find that the experience offered is not suited to them. Appropriately discussing this with staff or administration is better than complaining about their situation with other students.
16. Violation of the CODE OF CONDUCT is grounds for automatic dismissal.

Please note: Refunds are not provided when a student is dismissed for cause.

I have read/have been read the STUDENT CODE OF CONDUCT.

By electronically submitting the registration form, you acknowledge that you have read this parent handbook and understand the program rules and expectations.